



news and information
for employees of the
City of Saint Paul

February 9, 2001

In this issue

Employee Spotlight:
PED's Sean Kershaw

Nominations accepted
for Karl Neid Award

Great opportunities for
improving your work day

Mayor

Norm Coleman

Councilmembers

*Dan Bostrom,
President*

Jay Benanar

Jerry Blakey

Christopher Coleman

Patrick Harris

Kathy Lantry

Jim Reiter

City Update

170 City Hall
Saint Paul, MN 55102
editor 651-266-8700
fax 651-266-8689
city.update@ci.stpaul.mn.us
www.ci.stpaul.mn.us/cityupdate

City Update is published bi-weekly
by the Citizen Service Office.
Submission deadline is noon,
Tuesday, one week before payday.

City Update

www.ci.stpaul.mn.us/cityupdate

Parking meters will soon accept debit cards and golden dollar coins

For downtown employees and visitors the days of lugging around spare change to feed the meters is soon to be a thing of the past. The Public Works Department is in the final stages of its parking meter system upgrade.



Parking card dispenser in 170 City Hall.

accounts in both Minneapolis and Saint Paul. The card will work at meters in both cities, provided there is money in the respective accounts.

Initially Saint Paul will have three vending machines that will dispense and re-charge the cards. Permanent locations for parking card machines are being finalized. For the moment, you can see one in the lobby of the Citizen Service Office, 170 City Hall.

The cards are expected to be available some time in March — as soon as the reprogramming of the meters concludes. Reprogramming of the city's 1860 parking meters began on Monday, February 5th.

In addition to the Parking Card, meter users will notice a few other changes as well. When the switchover is completed, meters will no longer accept nickels and dimes.

See PARKING CHANGES on p. 2

The project has been in the works for a few years, but now the City is gearing up to put the much-anticipated system into practice.

The most significant part of the upgrade will be the introduction of the Parking Card. The card will work as a debit card and deduct value from the customer's account after each use.

The initial cost of the card is \$5.00 and, once purchased, up to \$100.00. Customers can set up



The 115th annual Saint Paul Winter Carnival once again featured spectacular ice sculptures in Rice Park.

www.ci.stpaul.mn.us

Places to go. Things to do.

ilovesaintpaul.com

Employee Spotlight

Sean Kershaw has spent his career with the City working on several initiatives in Planning and Economic Development (PED). In his nine years in the department he has worked on housing finance, legislative issues, small business, education, and technology. Recently Sean was promoted to the position of team leader of PED's West Team.

The future looks promising, Kershaw notes, with the team's attention focusing on the University Avenue area. He noted that the area "has always been a center of activity and there are great opportunities for development."

Currently the West Team is focusing on several housing projects in the area that will preserve and improve existing housing. There is redevelopment taking place near Highway 280, as well as potential for a "Pan-Asian Urban Village" at University and Dale, and new housing at Lexington. The team is working to meet the demand for more affordable housing that is closer to jobs and transit.

Other prospective projects include a Home Depot at Lexington and storefront improvements throughout the avenue. "Our team's agenda is to promote investment in the area. Increasing housing provides new customers for the small businesses in the area, and helps connect workers with the new job that are created."

In addition to leading PED's West Team, Sean is managing the City's e-governance effort. 'E-gov' is an exciting new initiative that will improve the quality of service that city provides by making documents, permits, and updates about local happenings more accessible to residents and visitors using the City's website. See the accompanying article below about GovDocs.com in "How your web works."

Whether working in PED or overseeing e-governance Kershaw is



enthusiastic about what lies ahead. Though the promotion has taken some adjustment, the strides being made and the improvements taking place on the West side make it worthwhile.

Equally exciting are the strides being made in his own home by an eager-to-crawl eight-month-old. Sean says that though work can be stressful coming home to his son puts everything into perspective.

How your web works One recent development of the E-Governance Team, headed by PED's Sean Kershaw (see "Employee Spotlight" at left) was the launch of a City documents repository at GovDocs.com. Look for the GovDocs.com icon on our home page, www.ci.stpaul.mn.us, and for other links throughout our site.

When you go to that web site you'll see a list of (at present) about 90 documents you can view with Adobe Acrobat Reader, or have e-mailed to you. That list will continue to grow as our partnership with GovDocs.com develops.

You can even subscribe to an e-mail list that notifies you when a document has been updated. For instance, the Mississippi River Corridor Plan was put on the GovDocs.com site on Tuesday, February 6th. City Council minutes and agendas are updated weekly.

PARKING CHANGES from p. 1

One Public Works memo said the smaller coins "[won't be] worth a plug nickel or a lousy dime, anyway."

However, the meters will accept the new golden dollar coin from the U. S. Mint. You can see more information about the coin, which features Sacagawea, the Native American who helped guide the Lewis and Clark expedition, at www.usmint.gov.

The new meters will simplify maintenance and improve effectiveness. Saint Paul's meter shop has found that 20% of the past year's meter repairs involved jammed coins — almost always nickels. The meters will also keep meter operations consistent and user-friendly on both sides of the river.

Minneapolis and Saint Paul officials will take part in an official debut of the Parking Card system and reprogrammed meters. U. S. Mint officials may also be on hand, to promote the use of the golden dollar in the meters.

Conservatory volunteer position available

Are you interested in learning about the Como Conservatory, and in working in a tropical environment?

People interested in nature, plant life, and in interacting with people from diverse backgrounds are being sought to roam the Conservatory pathways and point out rare and distinctive plants, or facilitate hands-on learning activities with Conservatory visitors.

Help visitors through fun, interactive projects based on horticultural topics like, ferns, seeds, bugs, or the rainforest environment. Volunteer for any day of the week, including Saturday and Sunday, between 10 a.m. and 4 p.m. for a three-hour shift of your choice, two or four times a month until at least August. Vacations are expected. The three-part training begins Feb. 24th. Call the Como volunteer office at 651-487-8247.

Health Promotion Program Update

Thanks to all of you who sent in your ideas for the Name the Program contest! The winning name and prize recipients will be announced in an upcoming issue of City Update.

Now, the Health Promotion Committee needs your input on health-related topics that most interest you. A brief survey will be distributed with your February 23 paycheck. Please take a few minutes to complete the survey and return it to the Risk Management Division. The Health Promotion Committee will review all the surveys and use the information to help determine the classes and programs that will be offered to City employees.

All employees who complete the survey will be entered into a random prize drawing for ten \$20 gift certificates and fifteen \$10 gift certificates from local restaurants in the HealthPartners Healthy Eating Restaurant Network.

We'd really like your opinion, so please watch for the survey with your February 23rd paycheck and return it to Risk Management by March 9th. Thank you!

SPEAK SOFTLY AND CARRY A BEAGLE

The Art of Charles Schulz

MINNESOTA

**Museum of American Art
February 18-June 3, 2001**

Join museum-goers for the opening Free Family Day, February 18th, 1-5 p.m., in the Landmark Center Cortile, and the Minnesota Museum of American Art Second-Floor Galleries.

After the opening day, admission is five dollars for adults, with discounts for seniors and children. The exhibit is free to MMAA members.

Museum hours are Tuesday-Saturday, 11 a.m.-4 p.m.; Thursday, 11 a.m.-7:30 p.m.; and Sunday, 1-5 p.m. For more information, call 651-292-4355.

Black History celebrated

Saint Paul and Ramsey County invite you to attend a celebration of Black History Month. Events are scheduled for each Wednesday of February, from noon until 1:00, in Memorial Hall of City Hall/Ramsey County Courthouse. The events are free. Hope to see you there!

Feb. 14th - Susan Smith, Story Teller

Feb. 21st - Patricia Brown's African Dance Troup

Feb. 28th - Maxfield Children's Choir

Event planner needed

The East Side Neighborhood Development Council is looking for a part-time event planner to plan and implement events in their commercial district.

The Council would like the City of Saint Paul to pass this message along to anyone who might have an interest. If you think that person might be you, contact Katya Ricketts at 651-771-1152, ext. 22.

Nominations being accepted for Neid award

The process of seeking nominations for the annual Karl Neid Community Involvement Award winner is now underway. The Karl Neid Community Involvement Award was established in 1993 in honor of the late Karl Neid who, as both a City employee and City Councilmember, was extremely dedicated to serving the citizens of Saint Paul.

The Award annually recognizes a City employee who has exemplified a record of outstanding public service and who has made significant contributions to improve the quality of life in our community.

Preference will be given to employees whose involvement directly benefits communities within the City of Saint Paul. Nominations may be submitted by City employees, citizens or bargaining units. Individuals who have been nominated in the past may be nominated again; however, the City does not keep past nomination forms on file.

A selection team composed of bargaining unit representatives will screen the nominations and make a final recommendation to the Mayor.

The winner will be recognized at

an award ceremony in May. The date has not yet been determined. Please take time to consider nominating a deserving City employee who goes that extra mile. This award is an honor and a great opportunity for recognition!

To obtain a nomination form, please contact Darlyne Morrow at 651-266-8525 or via e-mail at darlyne.morrow@ci.stpaul.mn.us. Nomination forms should be returned to the Mayor's Office, 390 City Hall, St. Paul, MN 55102. The deadline for accepting nominations is Friday, April 6, 2001.

Great learning opportunities for City employees

February is filled with great development opportunities for City employees. Take a look at the workshops offered by Human Resources and sign up today. To register, or for more information contact Donna Naumann at 651-266-6516, or at donna.naumann@ci.stpaul.mn.us.

Giving Recognition

February 14, 2001, 8:30 a.m.–noon

Instructors: Bob Kessler and Steve Cvinar

Discover the power of recognition in the workplace. Encouraging others is a powerful tool and is essential for building better working relationships. Everyone, not just managers and supervisors must learn to acknowledge the achievements of their peers to maintain a productive workplace. The focus of the seminar will be on recognizing small everyday success and initiatives in addition to more dramatic, visible accomplishments.

Staying Resilient in City Government

February 14, 2001, 1:00–4:00 p.m.

Instructor: Linda Giesen and Leeann Turchin

Today government employees face the challenge of maintaining and/or recreating new programs. Find out how to stay energetic and committed while working in a government environment. This workshop will also address how to find and create excitement in the workplace, as well as how to remain resilient and successful.

Handling Emotion Under Pressure

February 28, 2001, 8:30 a.m.–noon

Instructor: Michelle LeBow

Learn how to appropriately handle yourself in today's high-pressure emotionally charged workplace. This workshop provides a process for handling emotions in daily work situations. Learn to remain calm and objective and transform negative outbursts into positive opportunities, to recover quickly and to help others do the same, and to take charge in difficult circumstances to keep the discussion moving forward.

Lighten Up! Having Fun at Work

February 28, 2001, 1:00–4:00 p.m.

Instructor: Steve Cvinar

This workshop will help you to bring fun and find fun at work. Discover techniques to lighten your work environment. Research has shown that light-hearted, good, clean fun can increase productivity in the workplace.

City job openings as of February 9th, 2001

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
02/21/01	Accountant III	\$1600.88	03/02/01
02/21/01	Accounting Technician I	\$1201.32	02/28/01
02/20/01	Animal Control Officer (prom)	\$1210.34	02/23/01
Open	Architect I - BOE	\$1543.14	See Job Ann
Open	Architect II - BOE	\$1736.21	See Job Ann
Open	Clerical Assistant BOE (part-time)	\$9.00 per hr	See Job Ann
Open	Clerk-Typist II (full & part-time)	\$914.25	See Job Ann
02/13/01	Custodian Engineer III (full-time/12 months/prom)	\$18.05 per hr	02/22/01
02/13/01	Custodian engineer IV (full-time/12 months/prom)	\$18.65 per hr	02/22/01
Open	Emergency Comms Center Telecommunicator	\$1375.98	See Job Ann
Open	**Food Service Assistant (part-time)	\$9.01 per hr	See Job Ann
Open	Food Service Helper (part-time)	\$8.00 per hr	See Job Ann
02/20/01	Food Service Supervisor I (full time/10 months)	\$11.03 per hr	02/26/01
02/15/01	Heavy Equipment Operator (prom)	\$21.17 per hr	See Job Ann
Open	IS Information/Technical Analyst I	\$1201.32	See Job Ann
Open	IS Information/Technical Analyst II	\$1397.98	See Job Ann
Open	IS Information/Technical Analyst III	\$1550.12	See Job Ann
Open	IS Systems Support Specialist I	\$1085.87	See Job Ann
Open	IS Systems Support Specialist II	\$1148.08	See Job Ann
Open	IS Systems Support Specialist III	\$1397.98	See Job Ann
02/12/01	Landscape Architect II	\$1600.88	See Job Ann
Open	Library Clerk (part-time)	\$9.49 per hr	See Job Ann
02/15/01	Park Security Officer (part-time/seasonal)	\$9.18 per hr	See Job Ann
02/20/01	Payroll Clerk (prom)	\$1175.59	03/01/01
02/13/01	Police Officer/Police Trainee	\$1456.14/\$10.00 per hr	02/22/01
Open	Recreation Leader (permanent/part-time)	\$8.81 per hr	See Job Ann
02/14/01	Research Analyst I	\$1262.07	See Job Ann

** This is a walk-in-examination. Do not submit a job application before the test.

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: 651-266-6500 (TTY/TDD 651-266-6501) or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after February 1st, please call our 24-hour job line, 651-266-6502.